

DDA

57-2103

~~CONFIDENTIAL~~

1 July 1957

MEMORANDUM FOR: Training Officer, Office of Personnel

25X1A9a SUBJECT : [REDACTED] Personnel Familiarization Training

25X1A9a

25X1A6a 1. [REDACTED] Administrative Officer, GS-13, has returned from [REDACTED] after approximately five years in the field.

25X1A9a Before assigning him to Headquarters duty as an Administrative Officer, [REDACTED] will undertake several months of training including familiarization and orientation in the major Support functions. It is requested that during the period 5-23 August inclusive, [REDACTED] be provided familiarization and orientation in the various phases of personnel administration and management as indicated on the attached tabulation.

25X1A9a

[REDACTED]
Special Assistant to the
Deputy Director (Support)

SA/DDS/JER:epr (1 Jul 57)

Distribution:

O&I - Addressee

1 - DD/S Chrono

1 - DD/S Subject

1 - DD/S Reading

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. [REDACTED] NO CHANGED
IN CLASS/ [REDACTED] DECLASS/ [REDACTED] KCLASS CHANGED TO: TS S [REDACTED] NEXT 22
NEXT REV DATE 87/REV DATE 9-7-79 REVIEWER 235932/DOC. 02
NO. PGS 1 CREATION DATE - 050 COMD30.OPI - 040 CLASS S
REV CLASS C REV COORD. - AUTH: ER 70-3

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<u>Phase No.</u>	<u>Hours</u>	<u>Phase No.</u>	<u>Hours</u>
1	2	61	2
5	2	83	1
6	2	84	1
7	2	85	1
8	2	87	1
12)	2	88	1
13)	2	91	1
14)	2	92	1
17	2	93	1
18	2	96	1
23	2	97	1
24	2	98	1
25	2	99	1
26	2	100	2
27	2		
28	2		
30	2		
33	2		
34	2		
35	2		
36	2		
37	2		
38	2		
39	2		
40	2		
42	2		
43	2		
54	2		
55	2		
56	2		
57	2		
58	2		
65	2		
66	2		
67	2		
69	2		
70	2		
72	2		
73	2		
74	2		
75	2		
76	2		
77	2		

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